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Assistant Director for Research and Reports

17 December 1952

Chief, Reports Division, ORR

Draft Statement on Categories and Numbering of OHR Projects.

1. The attached draft statement is submitted for approval in principle in order that we may have an administrative framework in which to operate as we move into the 1953 Program.

2. There is no attempt here to resolve any intellectual differences that may exist as to the definitions of RR's and PR's. It is apparent from recent discussions that this problem will need detailed discussion and more time than is presently available.

3. It is my judgment that, whatever may be the refinements added to the definitions, this list represents the minimum number of categories with which we should operate. I offer no opinion on the External Research series except that no other medium has been substituted for it and it is obviously a distinct category.

4. You will note that (excluding ER's) only three regular categories of publications are listed: HR, PR, and IM. Any further reduction would make our program inflexible and the ORR product would become an undifferentiated mass. The PR and IM series provide the flexibility that is needed where questions of quality, tentative methodology, degree of completion, and timeliness are involved.

5. It is important to note that the WP, IP and MP categories are not publications as defined by the DDI. They serve special limited purposes, have a limited ORR-controlled distribution, and should be separately reported as a part of ORR Production.

6. The principle of numbering is simply that each project assigned, whatever its character or origin, should have a job number. The decimal system adopted can be used permanently. It can be expanded indefinitely in both directions. Numbers can be cancelled without affecting the continuity of the published series. Although not a part of this report, steps have been taken to extend the system to the entire office. The Chief for Coordination has informally agreed to the use of 100. series and D/E to the 110. series. The possibility of giving OCh/G the 200. series is noted.

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7. The advantages of using a separate, consecutive, and uninterrupted numbering series for finished publications and other issuances are so obvious as to need no elaboration. The control and filing of these publications by D/R, OOD and all of the recipients would become almost impossible if they were not so handled. There are advantages, too, in maintaining production statistics and records of support of other offices or agencies. The working paper is an exception and identified only by its job number since, by definition, it is in fact identified with the project in its working stages and not a final issuance.

8. The diagram below presents graphically the simplicity of the proposed system.

	<u>JOB NO.</u>	<u>ISSUANCE NO.</u>
Publications	46.15	CIA/RR 17 (ORR Project 46.15)
	45.14	CIA/RR PR 18 (ORR Project 45.14)
	46.12.1 or 46.12.1 (IM)	CIA/RR IM 399 (ORR Project 46.12.1)
	41.21.1 or 41.21 (WP)	CIA/RR Project 41.21.1 (WP)
Other Issuances	26.32 (IP)	CIA/RR IP 206 or CIA/RR IP 206 (WP)
	27.12 (MP)	CIA/RR MP 301 or CIA/RR MP 301 (WP)

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D/R: [redacted] :jm

Distribution

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